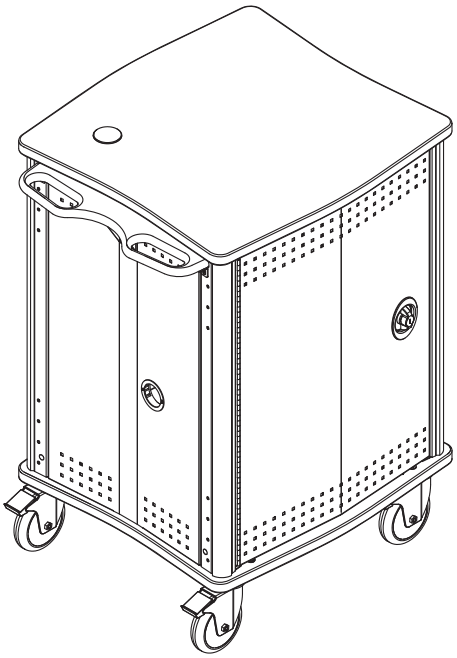
Owner's Manual

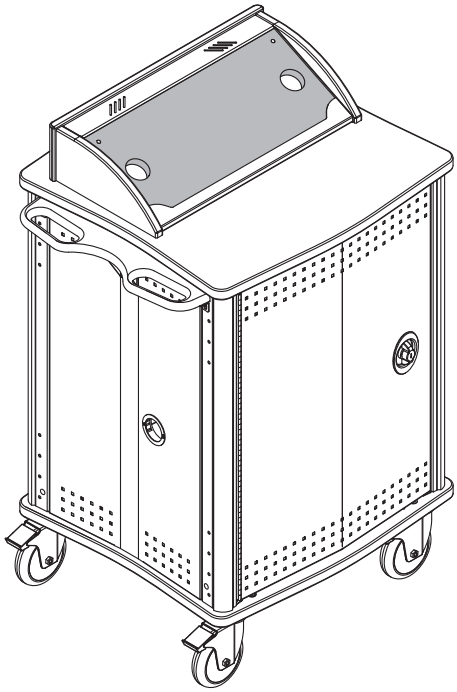
SPECTRUM INDUSTRIES INC.

Compact Presentation Lectern

55218	Standard CPL
55223	with Overbridge Control Console™



Standard CPL
with Balloon Wheels
55218BW



CPL with Overbridge Control Console
& Balloon Wheels
55223BW
shown with optional
insert panel (shaded)

CAUTION:
Before using this product, read this manual and follow all safety and operating instructions.

Before you begin, please make sure all parts and proper quantities are included. Any parts damaged during shipment must be reported within 15 days of receipt. To report information regarding damages or if you have any questions, please call 1-800-235-1262.

To purchase parts or accessories, please contact us at
www.spectrumfurniture.com
1-800-235-1262
Thank you for purchasing Spectrum products!

Touchboards
205 Westwood Ave, Long Branch, NJ 07740
Phone: 866-94 BOARDS (26273) / (732)-222-1511
Fax: (732)-222-7088 | E-mail: sales@touchboards.com

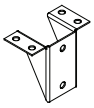
SPECTRUM INDUSTRIES INC. Made in the USA

Spectrum Industries, Inc
Chippewa Falls, WI 54729, USA

Safety

- Read this owner's manual before assembly or operation.
- Do not allow children to move lectern.
- Move slowly and carefully when mobile.
- For indoor use only. Do not install or store the unit where it will be exposed to weather. Keep unit dry.
- For added safety, plug the unit into a grounded three-prong receptacle controlled by a GFI (Ground Fault Interrupter) circuit breaker.

Hardware Package Contents



(1) 052577B
Handle Gusset

(10) 052605
1/4-20 x 15mm JC bolts

(10) 052605
1/4-20 x 15mm JC bolts

(2) 055001
Handle mount

(8) 035252
3/16" x 1/2" pine tree button

(1) 025039
4mm hex wrench

Tools Required

7/16" or adjustable wrench

4mm hex wrench
(included)

Assembly / Setup

Handle Assembly

Note: Handle is not included with the toe kick version. Skip to step 3 if you have a CPL with a toe kick.

Note: It is critical that all joint connectors are used in the attachment of the handle.

1. Attach the handle gusset and handle mounts to the bottom of the handle using 1/4-20 x 15mm JC Bolts as shown in **Figure 1**. Do not tighten bolts completely yet.

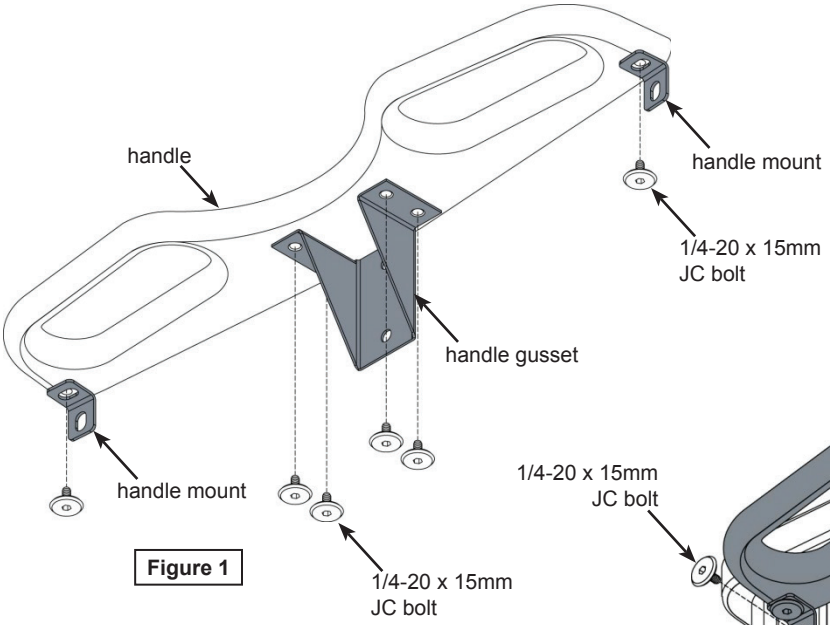


Figure 1

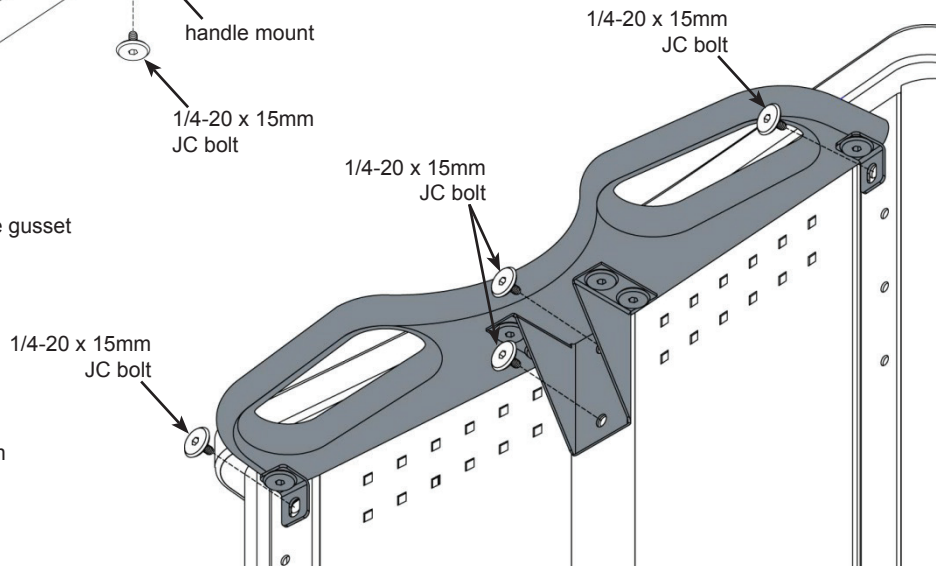


Figure 2

Handle Installation

1. Determine which side of the lectern you would like the handle to be mounted, and open both doors.
2. Attach the handle assembly to the side of the lectern with (4) 1/4-20 x 15mm JC bolts. As shown in **Figure 2**.
3. Tighten all bolts securely.

Hole Plug Installation

1. If one side of the unit will not have a handle or flip-up document camera shelf attached, install pine tree buttons in the unused mounting holes as shown. **Figure 3**.
2. Install 1/4” hole plugs and pine tree buttons in the remaining open holes as shown.

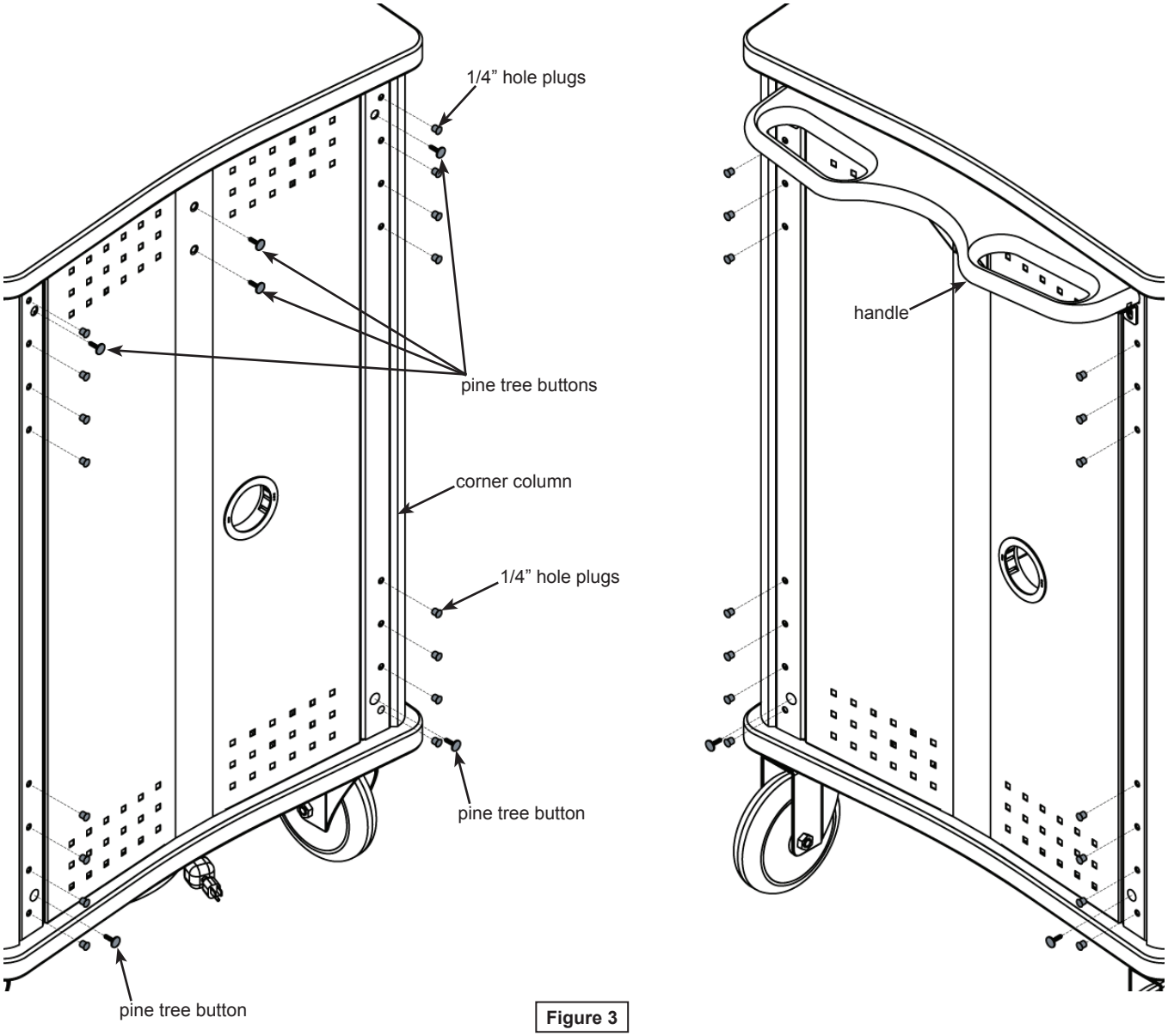
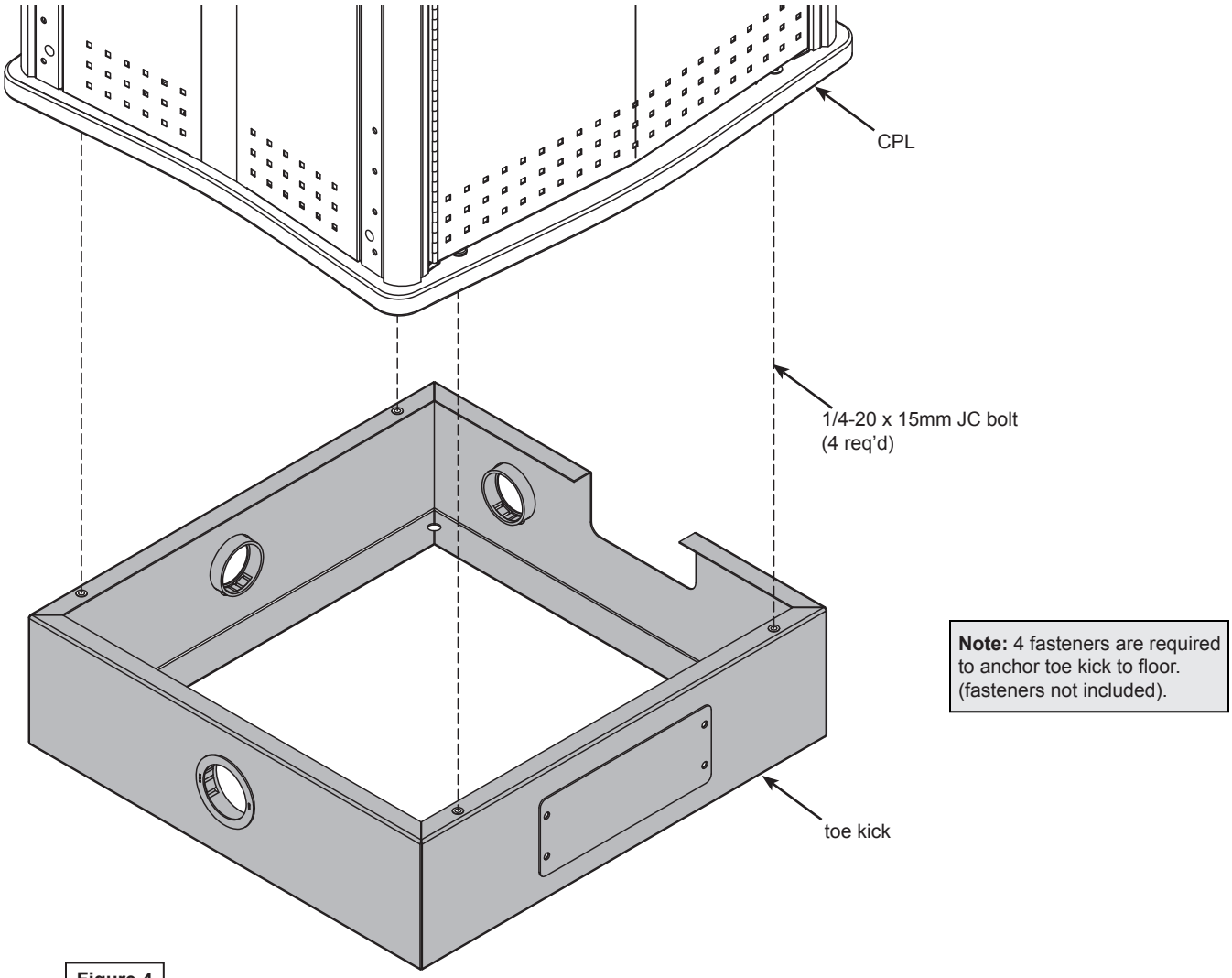


Figure 3

Floor Anchoring (Toe Kick models only)

1. If your CPL is equipped with a toe-kick, and you wish to attach it to the floor, the toe-kick will need to be detached from the unit. To detach, remove the (4) 1/4-20 x 40mm JC bolts (one on each corner) from inside the cart.
2. Carefully lift the lectern off the toe-kick. This will require several people. **Figure 4**.
3. Locate the toe-kick into its final position on the floor and mark the (4) mounting hole locations on the floor (The toe-kick mounting holes are approximately 1/2" dia.)
4. Drill holes into the floor and anchor the toe-kick with appropriate fasteners.
5. Carefully lift the lectern back onto the toe-kick and align the (4) mounting holes.
6. Re-attach the lectern to the toe-kick with the previously removed JC bolts.



Note: 4 fasteners are required to anchor toe kick to floor. (fasteners not included).

Figure 4

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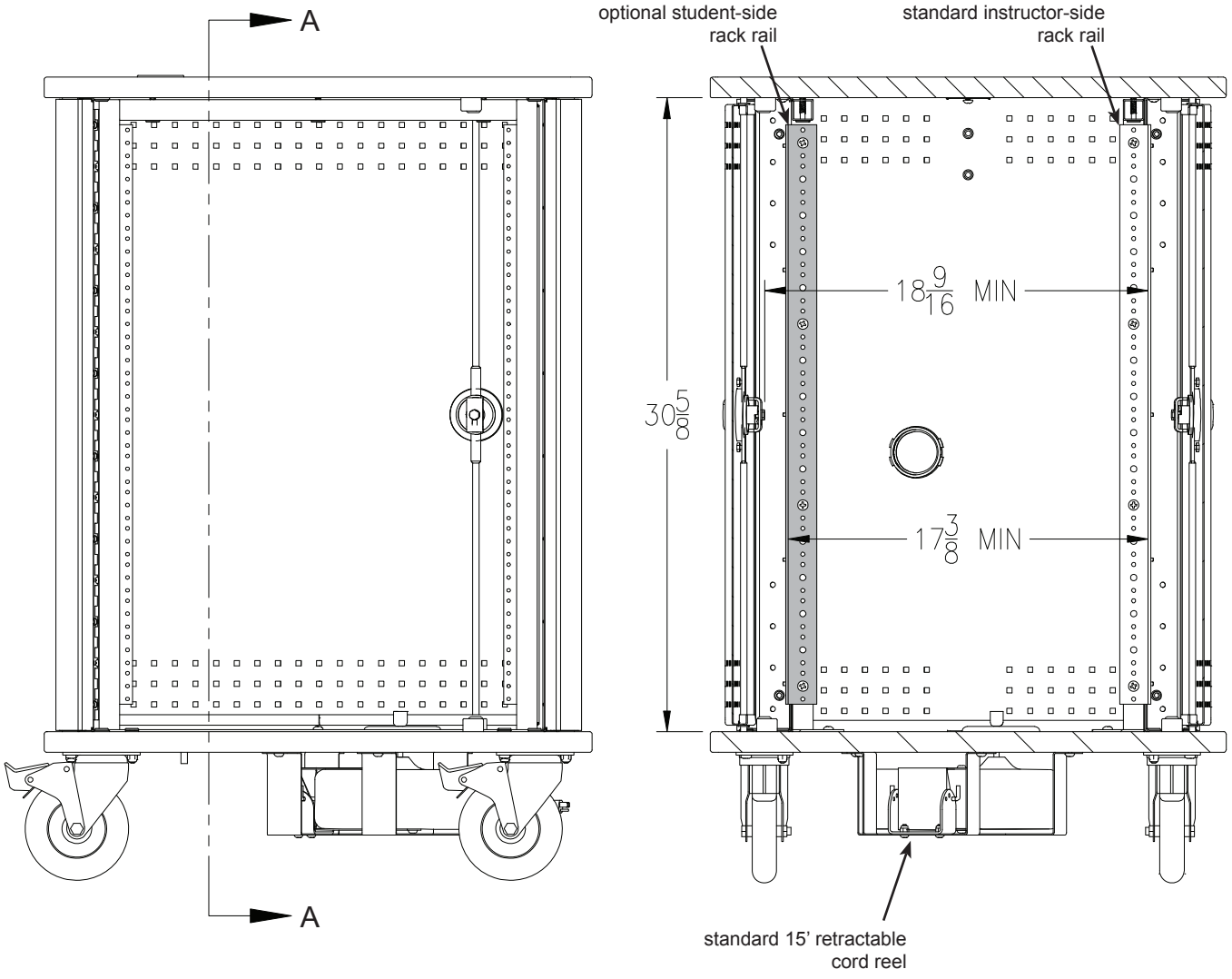
Fax: (732)-222-7088 | E-mail: sales@touchboards.com

Rack Rails

The standard CPL comes with rack rails mounted in the front (instructor-side) position. They can be moved to the rear position (student-side) if required. **Figure 5**. Rack-mount equipment can be fastened to the rack rails using 10-32 screws.



instructor-side view (shown without door)

Figure 5

section view A-A

Overbridge insert panel removal (overbridge models only)

1. To remove the insert panel, remove the (2) 1/4-20 x 35mm JC bolts with a 4mm hex wrench. **Figure 6A**.
2. Lift the panel out. **Figure 6B**.

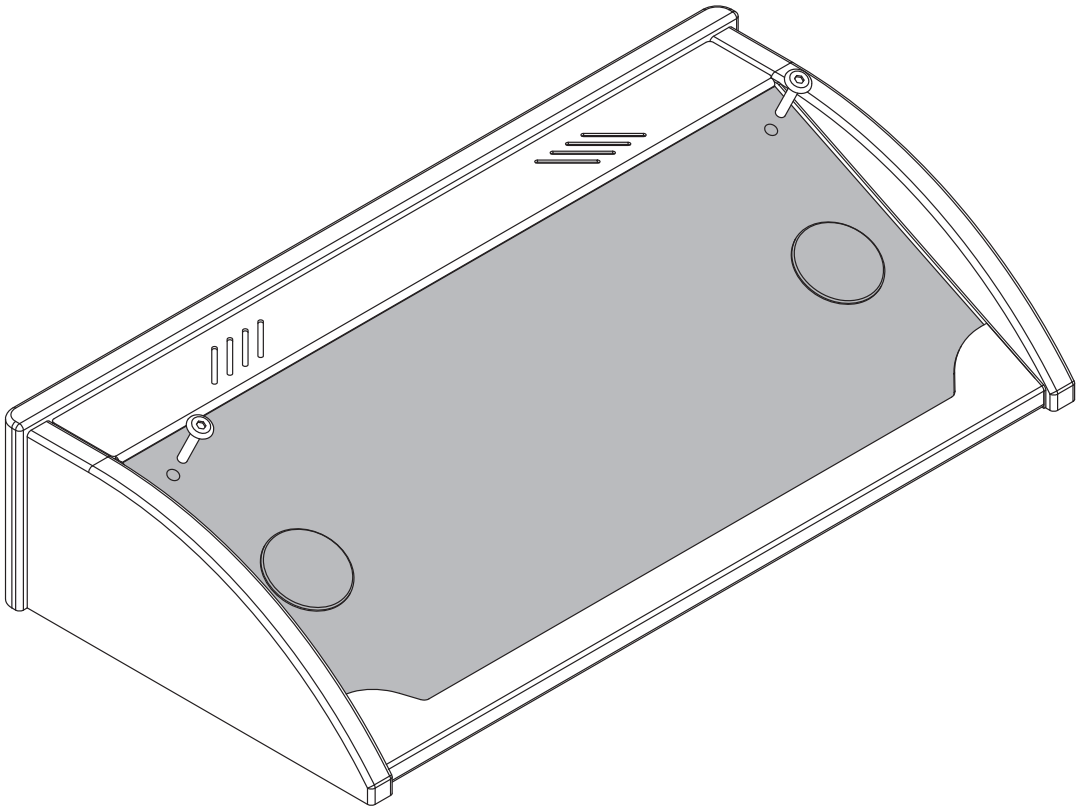


Figure 6A

Note: The insert panel shown *(shaded)* is not included with the lectern or overbridge. This option needs to be ordered separately to complete the overbridge. This insert panel is symmetrical and can be easily removed, rotated, and re-installed if a cutout needs to be relocated to the opposite side of the overbridge.

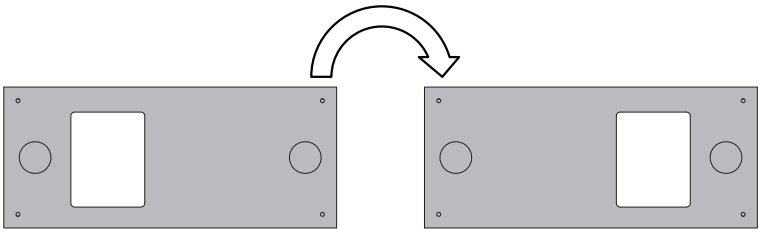
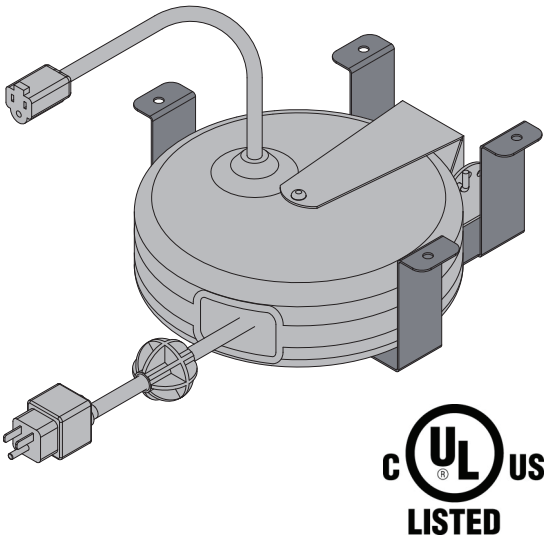


Figure 6B

Cord reel operation



Operating Instructions:

1. To latch cord - Pull cord out to full length. Allow the cord to retract 1-2 feet back into the reel. Pull the cord out slowly. When a 'click' is heard, the cord will latch in place.
2. Plug into 110-125V (single phase), 3-conductor wall outlet.
3. To release cord - Unplug from wall outlet. Pull cord out slowly until clicking stops. The latch will release and the cord can be guided back into the reel. Do not allow the cord to fly unrestricted back into the reel.
4. Do not overload or circuit breaker (15-amp maximum) will cut off current. To restore power, remove overload, wait two minutes, then reset the circuit breaker by pressing the button on the back of the 3-prong male power plug.

Maintenance:

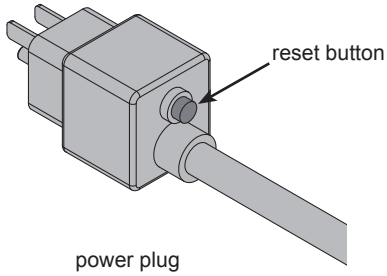
1. Remove dirt and grime as soon as it accumulates on the reel case by using a soft, damp cloth (a mild detergent may be used if needed), being careful not to wet the electrical plug. Never immerse any part of the unit in any solution to clean. **DO NOT** use solvents such as gasoline, turpentine, etc. to clean unit.
2. Keep cord clean to assure smoothest automatic retraction. Simply pull cord to its full length and allow to retract through a dampened rag. Pull out full length again and sprinkle cord with talcum powder.

Specifications:

15' retractable, 15-amp, 125V, 12 AWG with breaker, UL Listed

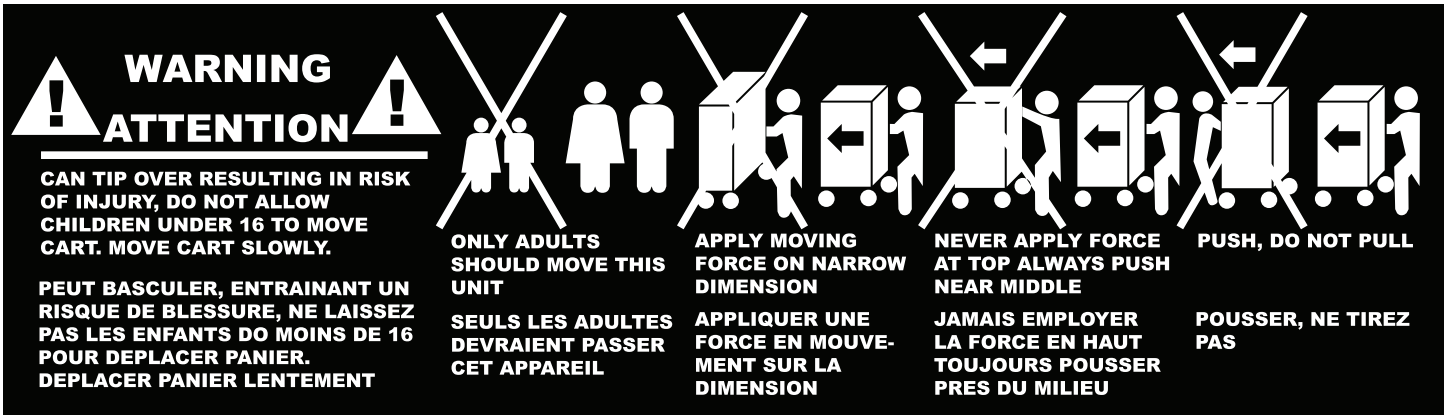
⚠ WARNING ⚠

- This cord reel is intended for general indoor use only. It is not intended to be used in potentially dangerous locations such as flammable or explosive atmospheres. The reel is not waterproof and not intended for use in potentially wet locations.
- Do not overload (15-amp maximum).

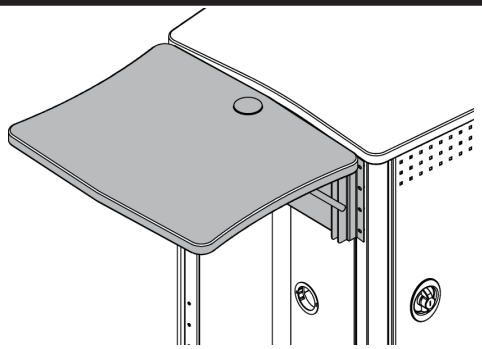


Moving the lectern

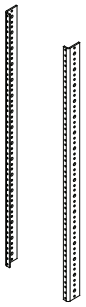
1. Before moving the unit, unplug all power cords and retract power cord into the reel (if equipped).
2. Be sure the casters are in the unlocked position and the doors closed.
3. Move the lectern slowly and carefully.
4. Lock the casters after moving.


WARNING
ATTENTION
CAN TIP OVER RESULTING IN RISK OF INJURY, DO NOT ALLOW CHILDREN UNDER 16 TO MOVE CART. MOVE CART SLOWLY.
PEUT BASCULER, ENTRAINANT UN RISQUE DE BLESSURE, NE LAISSEZ PAS LES ENFANTS DO MOINS DE 16 POUR DEPLACER PANIER. DEPLACER PANIER LENTEMENT
ONLY ADULTS SHOULD MOVE THIS UNIT
SEULS LES ADULTES DEVRAIENT PASSER CET APPAREIL
APPLY MOVING FORCE ON NARROW DIMENSION
APPLIQUER UNE FORCE EN MOUVEMENT SUR LA DIMENSION
NEVER APPLY FORCE AT TOP ALWAYS PUSH NEAR MIDDLE
JAMAIS EMPLOYER LA FORCE EN HAUT TOUJOURS POUSSER PRES DU MILIEU
PUSH, DO NOT PULL
POUSSER, NE TIREZ PAS

Options



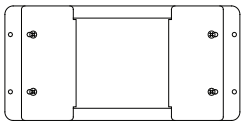
Flip-up Shelf
adjustable-height, mounts on left or right
18⅜"W x 22⅛"D (50 lbs max capacity)
55219



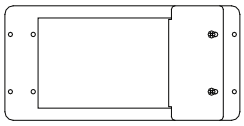
Rear rack rail kit for CPL
adds 16RU (17⅜" between front and rear rails when installed)
55221

Extron® Controller Adapter Kit
55239

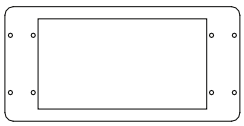
Note: This kit is for use with a 5-gang overbridge cutout measuring 9⁷⁄₁₆"W x 3¹⁵⁄₁₆"D. The kit can be configured for 2, 3, or 4-gang controllers.



2-gang

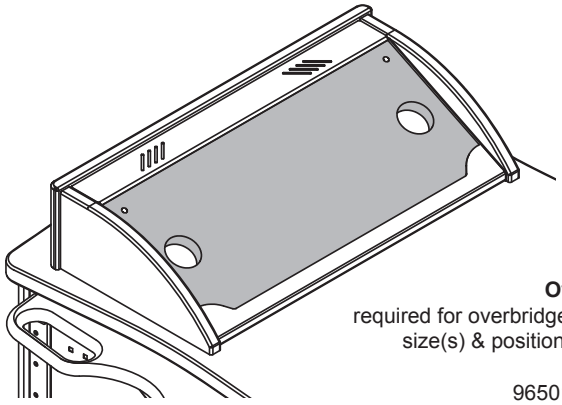


3-gang

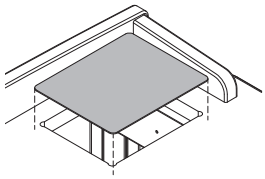


4-gang

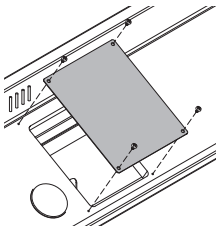
Note: Power & communication wiring for document cameras, laptop computers, and/or projectors placed on the flip-up shelf should be routed on top of the audience-side of the shelf. Use of the shelf grommet hole for wiring will result in pinching of the cords when the shelf is folded.



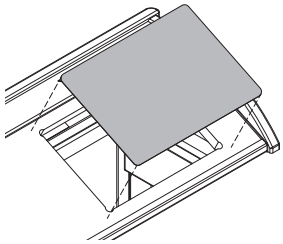
Overbridge Insert Panel
required for overbridge version-contact Spectrum to specify cutout size(s) & position(s)-overbridge not available separately
96501 - blank panel
96501mod - panel with cutout(s)



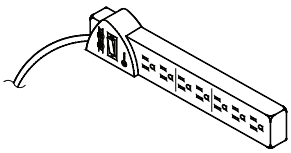
TouchLink™ 350CV cutout cover plate
7½"W x 6¼"D (16-gauge steel)
55350



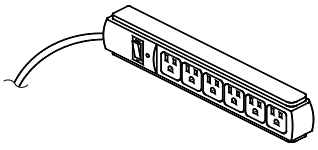
Cable Cubby™ 300S cutout cover plate
(overbridge models only)
5¹¹⁄₁₆"W x 7"D (20-gauge steel)
96500



TouchLink™ 700MV cutout cover plate
(TouchLink™ 700MV overbridge models only)
9⅜"W x 6⁷⁄₁₆"D (16-gauge steel)
55351

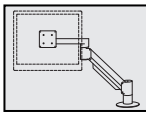


7-Outlet Power Strip, insured
w/ surge protector, and 12' cord
10"W x 2"D x 1⅛"H
99024



6-Outlet Power Strip
w/ 12' cord
11⁵⁄₁₆"W x 1¹⁄₁₆"D x 1³⁄₁₆"H
99023

Replacement Key Set
55142



Flat Panel Monitor Arms & Tablet Mounts
(See the Spectrum website or catalog for the latest available monitor arm & tablet mounting options)

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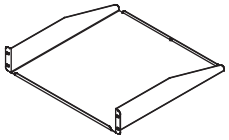
Worksurface drilling required to mount

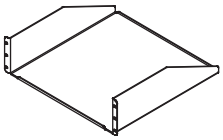
Rack-mount accessories

Note: Rack-mount accessories with a depth greater than 18 9/16"D will not fit in the CPL. Check the dimensions of all equipment before installation. The following Spectrum rack-mount accessories will not fit the CPL:

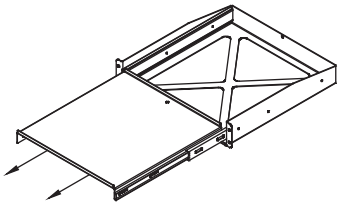
97517 - LT-4 Laptop Storage Unit
97503 - Pull-out Shelf (3RU)



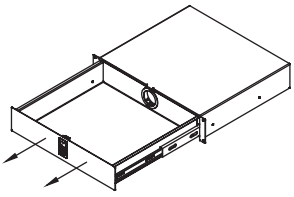
Cantilever Shelf (2RU)
17½"W x 18"D x 3½"H
(50 lbs max load)
97504



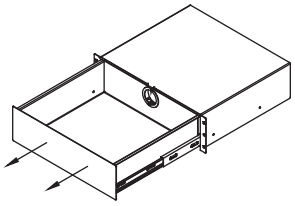
Cantilever Shelf (3RU)
17½"W x 18"D x 5¼"H
(80 lbs max load)
97502



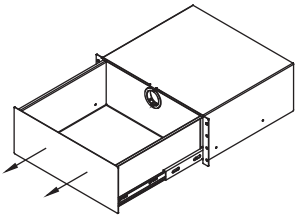
Pull-Out Shelf (2RU)
16½"W x 17¾"D
(50 lbs max load)
97505



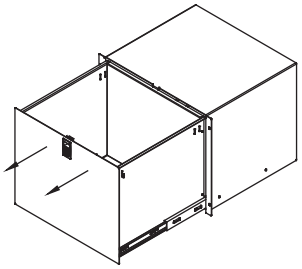
Locking Drawer (2RU)
interior dims:
15¾"W x 13 11/16"D x 2⅞"H
(25 lbs max load)
97514



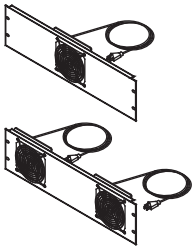
Drawer (3RU)
interior dims:
15 15/16"W x 14½"D x 5¼"H
(50 lbs max load)
97518



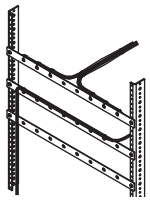
Drawer (4RU)
interior dims:
15 15/16"W x 14½"D x 7"H
(50 lbs max load)
97519



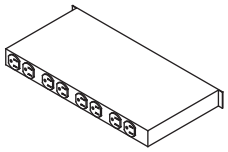
Locking File Drawer (8RU)
w/ file holder
interior dims:
15¾"W x 13 9/16"D x 13 5/16"H
(50 lbs max load)
97515



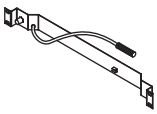
Cooling Fans (3RU)
19"W x 2"D x 5¼"H
Single Fan-97507
Double Fan-97506



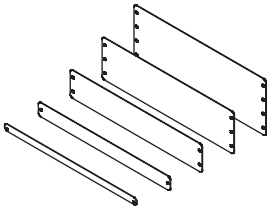
Wire Lace Kit
3 lace straps included
95517



9-Outlet Power Strip (1RU)
19"W x 9"D x 1¾"H
99021



Flexible Halogen Light (1RU)
19"W x 2"D x 1¾"H
99033



Rack-Mount Blanks
(fills rack spaces where components are not needed)

97516 - (½ RU)
97510 - (1RU)
97511 - (2RU)
97512 - (3RU)
97513 - (4RU)

Warranty

WE WILL MAKE IT RIGHT FOR YOU!
Spectrum is committed to provide complete customer satisfaction. Each of our products are manufactured from the best materials available and each product is stringently monitored throughout the production process through our P.A.C.E. program (Product Assurance to meet Customer Expectations). Our Customer Service Help Line 1-800-235-1262 is ready to provide immediate attention to any questions, comments or concerns. We are available to answer your calls Monday through Friday from 7 am to 5 pm CST, excluding observed holidays. In addition your product comments or concerns are welcome via e-mail at: spectrum@spectrumfurniture.com.

Warranty Statement
We guarantee all Spectrum products to be free of all defects in materials and workmanship, for the original owner, for a period of ten years. Any item deemed defective by Spectrum or the original manufacturer, under normal use conditions, will be repaired or replaced at Spectrum's discretion. This warranty applies to all products manufactured and distributed by Spectrum except the products listed below.

Items that have a varying warranty include, but are not limited to, the following:
- Adjustable Crank/Electric Desk Legs (1 yr)
- Flat Panel Desk Gas Cylinders (1 yr)
- Upholstered Soft-Goods (5 yrs)
- Adjustable Height & Stacking Chair Parts – including frames, gas cylinders, wood and plastic parts, and control handles (7 yrs)
- Adjustable Height & Stacking Chair Casters (2 yrs)
- Chair Upholstery & Textiles (2 yrs of normal use of Soft Goods, Adjustable Height, Stacking, Wood and Metal Chairs)
- Chair Upholstery - Graded-In Fabrics and C.O.M (no warranty)
- Height Adjustable Columns and Lifts (1 yr)
- General Use Casters (1 yr)
- Electrical – Electri-Pak, Power Communication Modules, and special order ECA electrical items (1 yr)
- Electrical - Power Strips & Electrical Timers (1 yr)
- Electrical Surge Suppressors (lifetime)
- Electrical - Retractable Power Cords (1 yr)
- Keyboard/Mouse Trays (1 yr)
- Flat Panel Monitor Arm – General Parts (5 yrs)
- Flat Panel Monitor Arm – Gas Cylinders (2 yrs)
- CRT Monitor Arm (1 yr)

Warranty is void if product is not used for its intended purpose or subjected to an unusual application, multiple-shift use, alteration, accident, abuse or abnormal wear and tear. Representations of colors on-line and in printed materials are meant to be a close reference to the actual colors but not an exact match. Slight variations in color and texture of wood stains, powder coating, laminates, fabrics and other materials are normal in different manufacturing lots; as such these variations are not considered defects.

DESIGNED FOR INDOOR USE ONLY – Unless specifically stated in the product specifications, Spectrum's products have been designed and constructed for indoor use only. Moving or using outdoors, or on excessively rough surfaces, may cause damage to the products and will void the warranty. If an outdoor application is desired please contact us to discuss potential custom design solutions.

The warranty, as stated above, supersedes any previous warranties and is effective as of 9/1/2010

Touchboards
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Fax: (732)-222-7088 | E-mail: sales@touchboards.com

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Indoor Advantage | Furniture

ISO 9001:2008 Certified Company